

RFQ # 13-002-39
REQUEST FOR QUALIFICATIONS

**MEMPHIS AND SHELBY COUNTY GREENLINE LENOW
EXTENSION
SHELBY COUNTY ROADS BRIDGES & ENGINEERING
DEPARTMENT**

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more engineering consulting firms to provide professional services for the Memphis and Shelby County Greenline Lenow Road Extension.

General Information:

Shelby County Government is soliciting proposals for the provision of Design Services for the continuation of the existing Memphis and Shelby County Greenline. The proposed project will begin at the Old Cordova Train Station and continue east 2.3 miles to Lenow Road along the abandoned CSX Railroad Right-of-Way. This project is a third phase of the Greenline that will create a total contiguous length of about 13 miles.

Project Scope:

For program management purposes, the selected firm or firms may be issued work orders for engineering tasks over the life of this project. The method of payment will be lump sum per work order. The scope of work may include some or all of the following:

1. Perform environmental and engineering design services for extension of the Memphis and Shelby County Greenline from the Old Cordova Train Depot to Lenow Road. The consultant team must be experienced with pedestrian/bicycle trail system design and traffic engineering standards and practices for intersecting trails and roadway systems. The consultant team will also be asked to provide structural engineering design plans for rehabilitation and/or replacement of a bridge along this alignment. The construction limits for the various improvement projects are expected to be primarily within the Railroad right-of-way (ROW); however, the consultant shall be capable of and experienced with preparation of ROW plans. The consultant team must be capable of assisting Shelby County with Construction Engineering and Inspection (CEI) services.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyn.gov or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT***

AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Friday March 1, 2013 by 12:00 p.m. (CST)

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original and five copies of a letter of interest and statement of qualifications under the proposal format specified below to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) March 8, 2013.

Submittals will be reviewed by a Consultant Review Committee (CRC) that will identify the most qualified proposers. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Proposal Format:

Response to this RFQ must be in the form of a proposal package that must be submitted in the following format:

1. Cover Page: – Submit a letter, on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal that must include the following information:
 - a) Firm name, address, and telephone number:
 - b) Point of contact/s: name and telephone number: A statement indicating which individuals, by name, title, address, telephone number, and signature are authorized to negotiate with the County on behalf of the organization/firm.
 - c) EOC certification
 - d) A written statement of compliance with Title VI and the Living Wage Ordinance
 - d) Proof of Licensure

2. Capacity to perform required services: Submit a paragraph detailing areas of expertise addressed by the team members presented in submittal
3. Qualifications
 - a) Company overview for all consulting firms participating as team members
 - b) Resumes for proposed project manager and staff from each participating firm
4. Experience: Provide case study information documenting relevant experience from projects within the past five years. Case studies shall list the following as a minimum:
 - a) Client and client's point of contact information
 - b) Firm's role in project
 - c) Project cost and change order amounts
 - d) Project staff and their role
5. Methodology: Provide a summary of suggested approach and methodology including:
 - a) Clearly defined scope of work
 - b) Proposed distribution of tasks among team members
 - c) Organizational chart, including all team members
 - d) Proposed evaluation methods, calculations, software modeling, etc. to accomplish scope
6. Project Schedule: Provide project timeline including major tasks and/or milestones
7. Level of certified Locally Owned Small Business (LOSB) participation

Typical minimum percentage is **20%** LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section
8. Fee: Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant. The successful consultant will be required to provide its typical fee structure expressed as percentage of the overall construction costs prior to the signing of a contract.

LIVING WAGE ORDINANCE AND PREVAILING WAGE ORDINANCE

Living Wage - In accordance with Ordinance Number 328, commonly referred to as the Living Wage Ordinance, all persons/entities engaged in service contracts with the County, including but not limited to both prime and subcontractors, shall pay a Living Wage to employees for all work performed on said service contract, as defined in the Living Wage Ordinance. Proof of such compensation must be evidenced as required in the Living Wage Ordinance.

Prevailing Wage – Any firm, individual, partnership or corporation awarded a contract by the COUNTY for the construction of, improvement, enlargement, alteration or replacement of a public work or project in excess of \$500,000 and any subcontractors of such public work or project in excess of \$100,000 (“Recipient”) shall be required to pay local prevailing wages and benefits for laborers, mechanics, or other listed classifications as defined by the Tennessee Department of Labor. The prevailing wage rate shall be the most current State of Tennessee prevailing wage established by the Tennessee Department of Labor For Region 1 (Shelby County). The benefit rates shall be the most current rates described in the published schedule by the Memphis and West Tennessee County Code of Ordinances. The applicable rate shall be determined at the time that the project is awarded. In instances where Prevailing wage applies, Prevailing Wage will override the Living Wage requirement.

Non-Discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information

supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby

Correspondence:

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All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

All correspondence, including PROPOSALS statement and questions concerning the RFQ are to be submitted to:

**Nelson Fowler, Manager A
Shelby County Government
160 N. Main St. Suite 550
Memphis, TN 38103
(901) 222-2251**

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Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.